

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title:	Behavioral Health Manager
Department:	Health Department
Reports To:	Health Director
Status:	Exempt
Salary Range:	\$24.91-\$33.16 (\$51,814-\$68,966)
Level:	7
Opens:	June 23, 2016
Closes:	July 14, 2016

SUMMARY

Responsible for Substance Abuse Program and Department operations, including compliance and annual re-qualification of State of Michigan Substance Abuse Program License. Maintain CARF accreditation for program credibility and quality of service for clients and program staff. Maintain positive program image and services to the public and tribal citizens. Clinical supervision of program staff. Counsel clients and facilitate groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervise and manage employees of the Behavioral Health Department, ensuring that department goals and objectives are obtained.
- Ensure clients receive highest quality service/confidentiality/clinical supervision.
- Communicate and comply with regulations and rules from state licensing, CARF, Medicaid and coordinating agency.
- Represent and maintain positive image of Substance Abuse program to the tribal community, clients, and the general public, and resolve any issues of program/staff errors.
- Ensure the program and department are current with educational/teaching materials i.e., books, newsletters, workbooks, video and audio.
- Market program to referral sources (court officials, probation/parole, attorneys, school counselors, FIA, and other related programs/substance abuse programs) via telephone, letters, brochures and personal visits.
- Develop and redefine program policies/procedures as needed.
- Manage all budget development and administering funds/expenditures.
- Provide counseling services to clients.
- Oversee professional development for self and department staff via personal study workshops/conferences.

- Oversee ATR billing as well as all third party billing.
- Oversee Grant programs associated with the Behavioral Health Department
- Assure department offers culturally based services
- Advocate for substance abuse prevention education by coordinating and providing community based primary prevention programming.

EDUCATION and/or EXPERIENCE

Master's degree in Social Work, Professional Counseling, Psychology or related field plus four years of related experience with at least three years supervisory experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an unrestricted license to provide counseling services in the State of Michigan.

COMMENTS

Indian Preference will apply. If a recovering person, must have and maintained minimum of four (4) years continuous sobriety.